



City of South Bend

Vacancy Announcement

Post Date: Friday, August 16, 2013

Closing Date: Tuesday, September 2, 2013

NATURALIST

Category: Full Time/Non-Exempt/Non-Bargaining

Department: Parks & Recreation

Reports To: Rum Village Park Supervisor

Shift: 8:00 am-4:30 pm; Sunday-Friday one week and Monday-Thursday the next week (total of 10 days worked in each pay period).

Pay Rate: \$32,916-\$33,574

Position: SUMMARY

Directs portions of the natural history programs and aids in the administration of the Nature Center. Acts for the director in his/her absence and assists in the supervision of any volunteer personnel.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Aid the Director in developing and presenting programs relating to all branches of natural history.
- Maintain nature center building and trails including trimming, lifting heavy objects (50 lbs.), moving limbs and debris, digging holes for planting, etc.
- Handle education animals used for programming (frogs, toads, salamanders, snakes, etc.).
- Interact with children, media, and the general public.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- BS/BA degree in Natural History Education or related field.
- Two years of natural history programming experience.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Must be knowledgeable in all aspects of natural history.
- Must have the ability to aid the Director in developing and presenting programs relating to all

- branches of natural history.
- Must be confident in the field of public speaking and addressing the media as well as working with children and the public.
- Must be comfortable handling live animals.
- Knowledge of Facebook layout, all aspects of Windows system, and some exhibit design desired.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License.

EQUIPMENT

Lawn mower, snow blower, lopping shears, weed whacker, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, talk, walk, kneel and stoop. The employee will have to use hands and fingers, handle or feel objects, tools or controls, and reach with the hands and arms. Specific vision abilities required to do this job include the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The employee may work indoors and outdoors. Conditions indoors will be in a temperature controlled environment but exposed to changing weather conditions outdoors.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Ability to speak Spanish a plus

Pre-employment drug screen required